

MOTION TO WAIVE APPEARANCE

- STEP 1** Click on **Bankruptcy**
- STEP 2** Click on **Motions/Applications**
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select *Waive Appearance* from drop down menu; click[NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6** **Select the Party** or click **Add/Create New Party**
- ☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*
 - ☛ *TIP - If this is the first time you are appearing on behalf of this party, you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*
- STEP 7** A *Hearing Information* screen display. DO NOT set a hearing date. Skip this screen. If no objections filed by the deadline, the order will be entered.
- STEP 8** Upload the .pdf; click [NEXT]
- ☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*
- STEP 9** Variable box displays, *As to which debtor*
5-day objection deadline calculates; click [NEXT]

STEP 10 Confirm case information; click [NEXT]

STEP 11 Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

Application to Waive Appearance at 341 Meeting re; [free text] filed by Test Attorney on behalf of Test Client. Hearing scheduled for [date, time, location]

STEP 12 *Notice of Electronic Filing* displays.